

The Lane School PTO Deposit Form (Cash & Checks)

Counter or Submitted by: _____

Phone: _____

Committee/Program: _____

Date: _____

Specific Description of Source (ex. yearbooks):

Cash	Checks
\$ 50 x _____ = _____	List checks: <i>(or supply tape from adding machine):</i>
\$ 20 x _____ = _____	
\$ 10 x _____ = _____	
\$ 5 x _____ = _____	
\$ 1 x _____ = _____	
Total Cash: _____	
Coins	
.25 x _____ = _____	
.10 x _____ = _____	
.05 x _____ = _____	
.01 x _____ = _____	
Total Coins: _____	Number of Checks:
Total Currency:	Total Amount Checks:

Total Currency & Checks: _____

Approved by (Committee Chair): _____ Date: _____

Notes taken for Budget Worksheet []



For Finance Use Only:

Assistant Treasurer: _____ Deposit Date _____ Entered System [] Treasurer _____